



Interim-Executive Director Report

GREEN=active and on time
YELLOW=Pending or on hold
RED=Issues or behind schedule

TASK	NOTES	STATUS
Executive Director Search	On 9/6/19 four national search agencies receive a Request for Proposals. Proposals are due 9/20/19. CIL Board members will convene with all members of Search Committee to review proposals after the deadline. Goal of final decision by 9/30/19	
CDLE Grant Action Plan	RMM, Colin and Anne met (via phone) with Peter Pike to review action plan steps, monthly draw downs and reporting duties. Information was conveyed of financial process changes, including outsourcing payroll and financial audit review and banking reconciliations. November SILC conference will not be held at CIL location due to timeframe for Executive Director (ED) Search. Awaiting CIL/LIA division program officer approval of interim-Executive Director. Colin has begun preparations for CDLE site visit on 10/29/19	
Finance Department	Payroll updating to third party vendor in progress. Team meetings/trainings on 9/13 & 9/16. Reconciliation of all accounts continues. Quickbooks process moving along to accommodate proper procedures in Accounts Receivable and Accounts Payable. Operations Budget 2020 still in progress. Wells Fargo accounts being transferred to 1st Bank. Credit Card terminals being checked out from 1st Bank. Review of all assets being done with 1st Bank small business manager to ensure that assets are diversified and set to receive optimal return on investments per the Investment and Spending policies of CIL.	
Board of Directors Business	Directors & Officers Insurance renewal/review of new policies with expanded coverage for Connections. Review of board nominating committee parameters to ensure a balanced and diverse board representing the community. October training on managing during an executive search with consultant to be scheduled. All 2019 remaining meetings scheduled (all taking place at CIL offices.)	
Financial Audit Process Changes	Received management letter from Anton, Collins, Mitchell (2018 Auditors) with all areas of improvements needed in process. Deficiencies are significant and will take an estimated 9-12 months to remedy processes. Anne and RMM will be risk assessing each area outlined for timeline processing. Due 10/30/19	
Staffing	Colin and RMM are rewriting the job descriptions for Front Desk Attendant, Finance/Admin Assistant. These positions will be posted by 9/30/19	